

Central Intelligence Agency



Washington, D.C. 20505

28 February 1984

Ms Patricia Aronsson, Director  
Documentation Standards Staff (NCS)  
National Archives and Records Service  
Washington, DC 20408

Dear Ms Aronsson:

This is to accept Dr. Warner's kind invitation to attend the seminar on Federal documentation standards on the morning of 13 March 1984.

Since my acceptance is at the last moment, I shall have my secretary call your office tomorrow to meet your deadline, and this note will serve as confirmation..

With many thanks,

Yours sincerely,

/s/

J. Kenneth McDonald  
Chief Historian

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## MEMORANDUM TO AGENCY HISTORIANS

It is my pleasure to announce that the National Archives and Records Service (NARS) is sponsoring a seminar on Federal documentation standards. The seminar is scheduled for March 13, 1984, from 9:00 am to 12:30 pm and will be held in the NARS Theatre on the 5th floor of the National Archives Building, located at 7th and Pennsylvania Avenue, NW. This seminar will provide the first occasion for many of you to become acquainted with the work of the Documentation Standards Staff, a new unit within NARS. The Documentation Standards Staff is charged with helping agencies ensure that they are adequately documenting their significant activities.

The upcoming seminar will focus on the Government Documentation Standards (GDS), a publication being developed by the Documentation Standards Staff. The GDS identifies for agency heads two types of documentation: information currently required of them by other Federal agencies and information considered by the Documentation Standards Staff to meet the criteria for adequate and proper documentation of significant agency activities.

I would like to invite you, or a staff member you may choose to designate, to attend our meeting on March 13. In addition, I would like to extend this invitation to one representative from each of the services, administrations, or bureaus within your Department. For planning purposes and to arrange access to the building, we need to know who will be attending. Please send the names of those who will be participating to Patricia Aronsson, Director, Documentation Standards Staff (NCS) National Archives and Records Service, Washington, DC 20408 by February 29. Attendees should enter the National Archives Building through the Pennsylvania Avenue entrance and should bring with them the attached registration form. There are no fees associated with this seminar.

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Enclosed is a packet of information about the Documentation Standards Staff and the Government Documentation Standards (GDS). Included is a draft of GDS 16 which is modeled after General Records Schedule 16, "Administrative Management Records". We believe the seminar will be most beneficial to you if you take the opportunity to read this material before the 13th. If you will be unable to attend the seminar but have comments on these materials, please call or write Patricia Aronsson, Director of the Documentation Standards Staff.

We look forward to a lively discussion on March 13 of the Government Documentation Standards. If you have any questions, please call John Vernon, 724-1027. If you are interested in sending additional staff members, please check with Mr. Vernon after February 28 when we will know if space for more attendees will be available.

ROBERT M. WARNER  
Archivist of the United States

Enclosure